Appendix XII. Downloading SS/SSI Data Files

TASS allows the user to search for groups of reports for tenants due for re-certification based on user-specified criteria. The available search criteria depend on the type of entity with which the user is associated. A PHA user may search for reports by selecting the desired re-certification month and the PHA from lists of available options. An O/A user may search for reports by selecting the re-certification month and one or more Project or Contract Numbers. Appendix IV describes how to access the Benefit History and Income Discrepancy reports by PHA, FHA Project Number, or FHA Contract Number.

TASS further allows the user to download the data that are the basis of the SS/SSI reports. This is particularly useful for POAs with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access. The files may be downloaded as text files or in a compressed (.ZIP) format.

The following steps describe how to download the reports that match the search criteria specified by the user. The directions begin with the results of a search by PHA; however, the download process is the same for the results of the "by FHA Project" or "by FHA Contract" searches.

1. From any of the Benefit Summary or Discrepancy Summary screens (by PHA, by FHA Contract, or by FHA Project) select the desired format of the data file (text or zipped) from the drop-down list and click the **Go** button.

Figure 39. Summary Screen Showing Drop-down Options for Downloading Data Files

Note

Zip format file is compressed using a zip program. This greatly reduces the size of large files and reduces the download time. You must have WinZip installed on your computer or network to open and expand these files.

The text files tend to be large and take a significant amount of time to download.

The actual download time depends on the number of records (tenants) in the data file and the speed of your Internet connection.

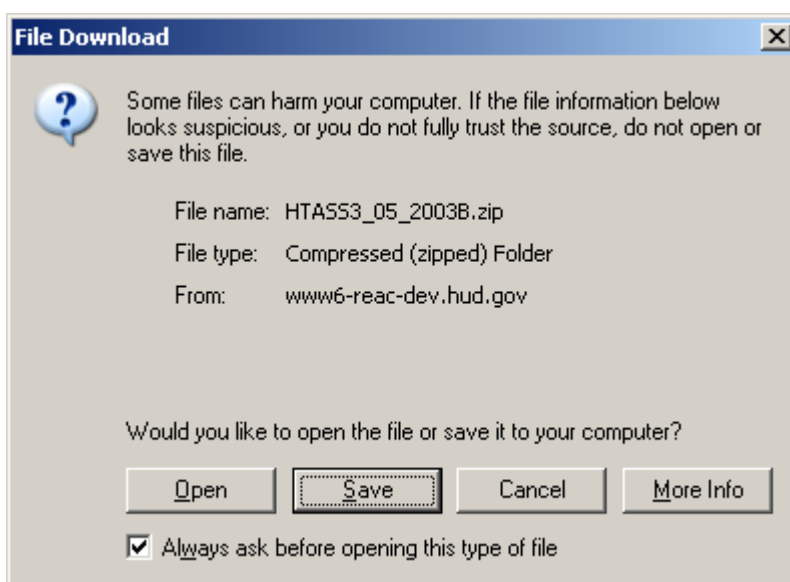2. The **File Download** dialogue box is displayed. Click the **Save** button.

Figure 40. File Download Dialogue Window

3. The **Save As** dialogue box is displayed as shown below.

Enter the **File Name** and **Save in** location of your choice and click the **Save** button. Or you may use the prepopulated file name and "save in" location indicated by your browser software. The report is downloaded to your selected location.
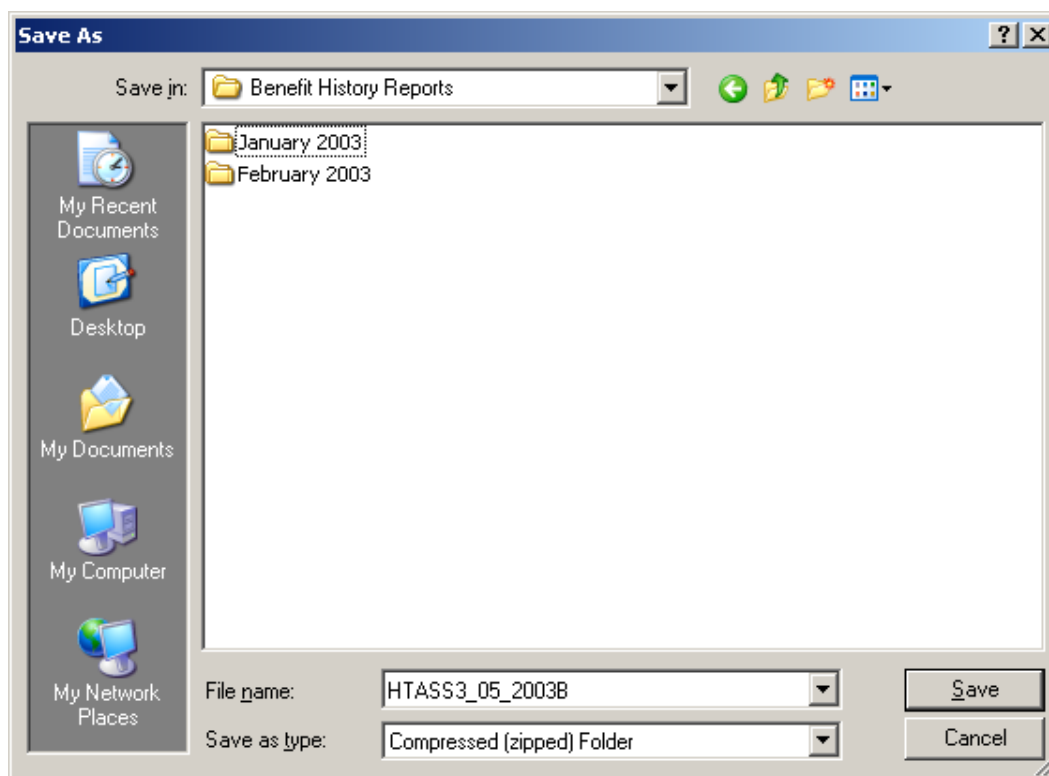
Figure 41. File Save Dialogue Window

	The File name and save in location fields are automatically populated with a suggested file name and save location. The suggested file name contains the report date and type, e.g., AZ001_07_2003B represents a file for an Arizona PHA with a report dated July 2003. If you want to change either the file name or the save location, simply click in the field and enter the file name and location of your choice.
Note	